

## **ASSISTANT CHIEF OF SPECIAL SERVICES**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include keeping records of department inventory, assisting in scheduling repairs of department vehicles, equipment, and buildings, and writing necessary reports. The Assistant Chief of Special Services supervises employees of the fire supply, and building services division of the fire department. All work is reviewed by and this class ranks directly below that of Chief of Special Services.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives reports from station captains or other authorized sources on vehicles, air packs, inhalators, any tools and equipment from vehicles that need repairs, sorts them in order of priority, and schedules them for repairs. Takes reports on any fire department vehicle or building needing repair. Schedules repair to radios. Notifies building maintenance and automotive maintenance departments of priority of repairs. Sends reserve equipment to cover all out-of-service equipment and notifies all required line officers of substitutions. Assists in keeping records of supplies and equipment. Keeps records such as cost records from individual stations, records of all purchase orders, and inventory records for the fire department. Writes reports and prepares necessary records assigned.

Maintains records of all equipment used for emergency medical services. Schedules these for in-house repairs when possible. Arranges for servicing and repairs of minor medical equipment not able to be done by the department. Keeps records of all department radios, including radios in trucks, portable radios, and equipment from the fire communications center. Schedules repair to radios.

Prepares specifications to meet NFPA guidelines in the purchase of items such as clothing, equipment and other items. Meets with specialist to determine which items meet specifications. Writes specification and submits to purchasing and follows up with a formal letter either accepting or rejecting the low bid from vendors.

Maintains master log of all hose in the department, broken down by station and vehicle. Keeps test reports from station

captains. Makes arrangements for replacement of discarded hose from stock or places orders for new hoses.

Assists station captains in taking inventory of all station vehicles and equipment.

Responds to fire alarms and watches fire ground operations in order to take notes on the use of equipment.

Supervises the work of specialized equipment technicians and building and apparatus maintenance personnel when assigned. Supervises or assists in the work of the Fire Supply Officer.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to show good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must not be less than eighteen (18) years of age.

Must be a regular and permanent employee in good standing in the class of Fire Services and Supply Technician.

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